

## **FIRE TRAINING OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible positions in the fire service, the primary duties of which include developing a training program to meet department needs, assembling or developing training materials, and serving as an instructor for training courses. Employees of this class evaluate the performance of department employees during training and keep records required to document the activity of the Training Division. Work of this class is performed with a high degree of independence. Fire Training Officers report to and have work reviewed by a First Assistant Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Evaluates department performance in order to determine focus for training efforts. Develops lesson plans and training materials. Conducts training classes either in the classroom, at the drill field, or at fire stations in areas such as fire fighting, rescue, communications, safety, use of apparatus, tools, and equipment, public relations, and supervision. Prepares and grades training tests.

Schedules training for department employees as assigned by the Fire Chief. Coordinates the movement of fire companies to and from all training activities. Maintains a library of training materials. Develops recommendations for improvements in the training program.

Responds to major incidents to assist in fire suppression effort, and to observe overall fire company activities in light of training needs.

Reviews correspondence for the Training Division and takes appropriate action to handle correspondence by personally responding or referring to the appropriate division for reply. Supervises the preparation and maintenance of division records and reports; personally completes all forms and records required. Writes reports needed to document the activity of the Training Division.

Prepares and submits a budget for the Training Division. Purchases or recommends the purchase of equipment and supplies, keeping such purchases within the established budget.

Supervises all department employees when they are assigned for training, evaluates their performance during training, discusses evaluations with employees and their superiors, and writes evaluation reports. Provides assistance to employees in technical areas of work.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must possess a valid driver's license.

#### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

##### **EITHER**

Must have at least seven (7) years of fire suppression experience with a full time paid department.

##### **OR**

Must have at least two (2) years of experience in conducting training in fire suppression and related topics for a fire department, training agency, or institute of higher education, and have at least three (3) years fire suppression experience

with a full time paid fire department.

**OR**

Must have at least one (1) year fire suppression experience with a full time paid department, and either, (1) Associate's degree in fire science, or (2) a Bachelor's degree in an educational curriculum.

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